UPWORK® JOB SEARCH MANUAL

Upwork Job Search Manual

Your goal is to be a DETECTIVE to find high ticket clients. It's important for you to be extremely selective and when searching for your clients.

Ways To Search For Jobs

There are a few different ways to search for jobs on Upwork.

1. **On Your Home Feed** (based on your profile skills you set)
2. **By Skill Category** (on the left hand side of your dashboard)
3. **By Advanced Search** (by clicking the magnifying glass & clicking on 'Filters')

Location Specific Jobs

You can also search by U.S. only jobs which are proven to pay more *(if you are located in the U.S.)*

Saving Search Presets & Job Posts

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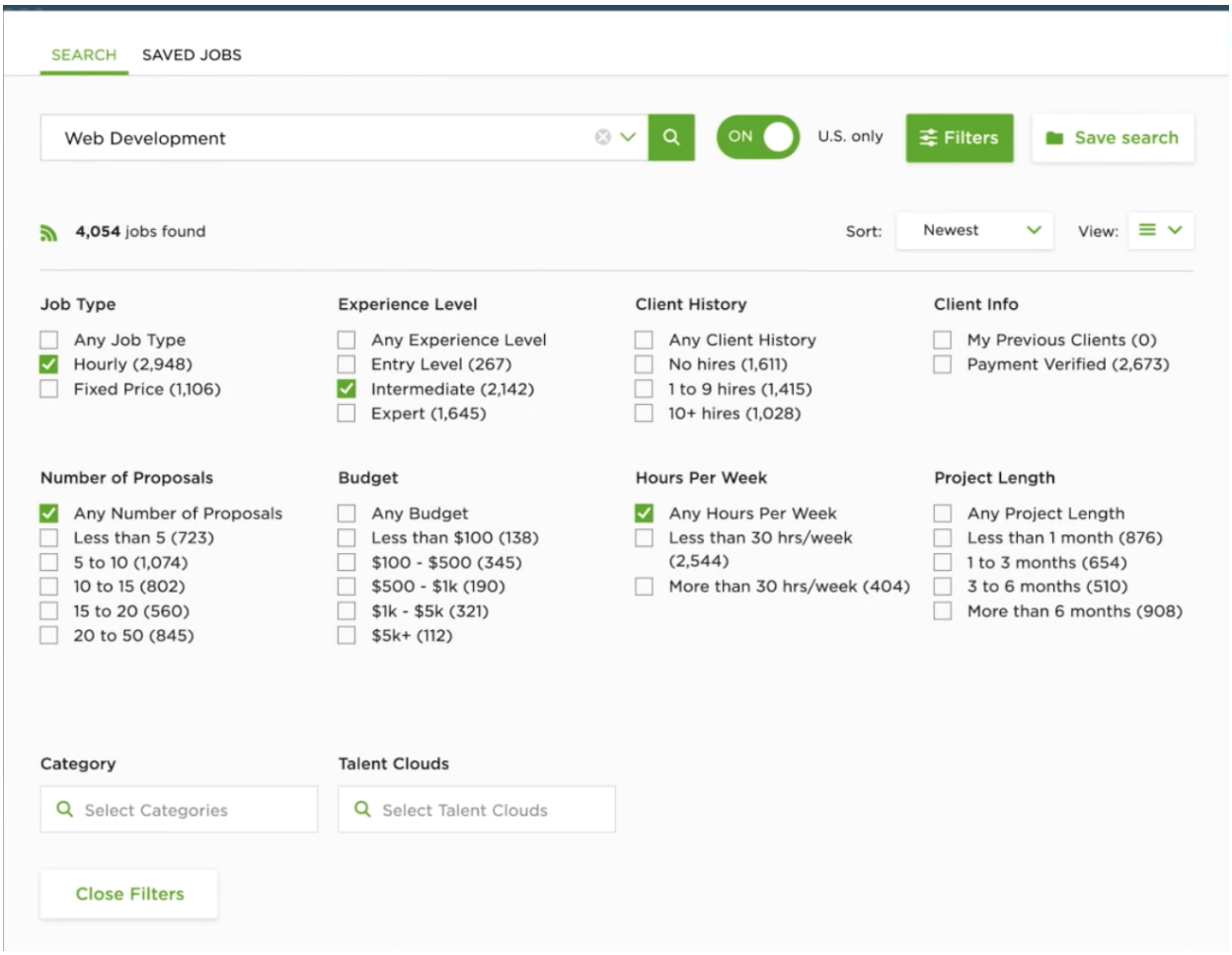
To access the advanced search with filters, click on the magnifying glass and then click the button labeled ‘Filters’. From here, you can choose the specific filters that make sense for you.



Once you have filtered to your settings, you can click “Save this Search to your Job Feed” then name the search. Ex: Google Ads High Ticket Clients.

You can also save specific jobs as a favorite to apply to later. This is done by clicking the heart, which will add it to your “Saved Jobs”.

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Qualifying Jobs

Once you have your desired search settings, the next step is to scan the job postings and determine which to send proposals to.

I usually will start with the most recent posted jobs that are relevant to me because this is one of the most important factors to getting a response. SPEED IS CRUCIAL!

Once you have exhausted all the recent job postings, you can then move to a search for your specific skill and browse job postings from earlier in the week that are still open. However, keep in mind that when you bid for older jobs you may be competing with 20-50 freelancers.

During your search, make sure you are reviewing jobs that are appropriate for your experience level set on your profile settings.

Your ultimate goal is to go for expert-level jobs. However, if you are just starting I encourage you to start with intermediate-level jobs. Avoid entry-level jobs unless you want to work for peanuts.

Next, once you begin to find jobs that sound promising at first glance, take a deeper dive and look at the following metrics to determine if it's a good client for you.

- **Payment method verification**
- **Reviews**
- **Client location**
- **Hire rate**
- **Total spend**
- **Avg. hourly rate**

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Job Search Best Practices

Keep your Upwork feed open throughout the day, press refresh and send off targeted proposals in real-time. Massive actions give you big results. Go after the brand new jobs just posted.

It's amazing how many people post jobs on the platform. If you can get to them right after they posted the job they will be the most excited about it. So the sooner you can get to them and show them you are a great fit, the quicker you can close the deal.

When searching for jobs you can also see the number of proposals and number of people being interviewed for the job. Take this into consideration before applying if there are a high number of proposals sent and multiple freelancers already being interviewed. It's not worth your time.

I highly suggest a premium Upwork account where you can see the bid range for each job and position yourself accordingly. Price yourself at the high end, but not over priced,

Pay attention to when the job post has been last viewed by the client. You can see if they are paying close attention to the job or if they haven't checked in days.

Lastly, when you are being aggressive and are ready to close some deals, check Upwork 10 times per day and apply to 5-10 jobs that are good fit for you and your position.

*Illustration by Stories by Freekpik

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